

M I N U T E SEfficiency Awards Committee Meeting

11 July 1951

Members Present:

25X1A

[REDACTED] - Chairman
 Mr. Edward R. Saunders - Comptroller
 [REDACTED] - Advisor for Management
 Mr. George E. Meloon - Deputy Personnel Director
 [REDACTED] (case only)

25X1A

(Governing Directive: CIA Regulation [REDACTED])

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Cases and Action Taken:

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1. Name (Recipient) [REDACTED] ✓

Clerk, GS-5
 OCI
 AD/CI
 EOD 25 July 1950

a. Recommendation: Mr. Kingman Douglass, AD/CI,
 proposed in-grade salary increase of two steps.

b. Committee Action: Salary increase of one step
 recommended by committee as an award for special acts or services.

Committee discussion centered on the propriety
 of granting an award for discovering and reporting the name
 of an applicant who might have been a security risk.

Advisor for Management pointed out that recommendation
 for two-step increase is improper, since an increase of
 more than one step pertains to management improvement proposals
 which yield tangible savings in employee's own operations.

Committee directed Recorder to caution [REDACTED]
 in letter notifying her of award, not to discuss openly the
 particulars of this situation.

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2. Name (Recipient) [REDACTED] ✓ 25X1A
 Intelligence Officer, GS-14
 OPC
 Special Projects Division
 EOD 16 January 1950

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a. Recommendation: [REDACTED] AD/PC, proposed a salary step-increase for superior accomplishment.

b. Committee Action: Salary increase of one step recommended by committee as an award for superior accomplishment.

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[REDACTED] attended the meeting and attested to the outstanding and sustained performance of [REDACTED]. He explained that the accomplishment which is the basis for the award was not the result of group action.

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3. Name (Recipient) [REDACTED] ✓
 Clerk-Typist, GS-4
 OO, [REDACTED]
 Editorial
 EOD 3 November 1946

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a. Recommendation: [REDACTED] DAD/O, proposed a step-increase for superior accomplishment.

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b. Committee Action: Salary increase of one step recommended by committee as an award for sustained performance.

The committee emphasized the importance of proper recognition of outstanding service regardless of the recipient's grade.

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4. Name (Suggester) [REDACTED] ✓
 Storekeeper, GS-5
 Procurement Office
 Supply Division
 EOD 9 December 1946

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a. Recommendation: Use by the Signal Supply Section of an electrically driven wire measuring device built by [REDACTED]

b. Committee Action: Salary increase of one step recommended by Committee as award for this accomplishment.

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[REDACTED] attended the meeting and related how extensively [REDACTED] device has been used.

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[REDACTED] reported that several Armed Forces installations, including Signal, had been contacted to determine whether others are using the same or a similar device. Apparently CIA is the exclusive user.

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In view of this fact, [REDACTED] directed the 25X1A Recorder to make proper referral of this suggestion to the Bureau of the Budget, thereby making the idea available to all Federal agencies.

5. Miscellaneous discussion

- 25X1A a. The Recorder reported receiving a memorandum from [REDACTED] recommending that [REDACTED] be awarded a certificate for suggesting a rapid reading course for the Agency. The Committee decided that the commendatory letter sent to [REDACTED] on 14 May 1951 would suffice. Consequent [REDACTED] proposal was not approved. 25X1A
- 25X1A b. [REDACTED] inquired about the [REDACTED] case, since action on his suggested improvement had been postponed. The Recorder reported that [REDACTED] is surveying OSI to find out whether the suggestion is being used in more than one division. As directed by [REDACTED] this case will be followed-up and resubmitted to the committee by the end of July. 25X1A 25X1A
- 25X1A c. [REDACTED] explained that the suggestions of Messrs. Meloon and [REDACTED] are refinements to the Voucher Payroll procedure which will be installed within the next three months. Therefore, action on these two suggestions was postponed pending installation of the new procedure. 25X1A

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